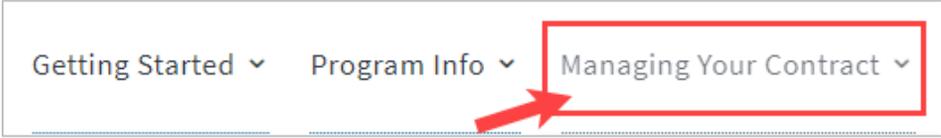
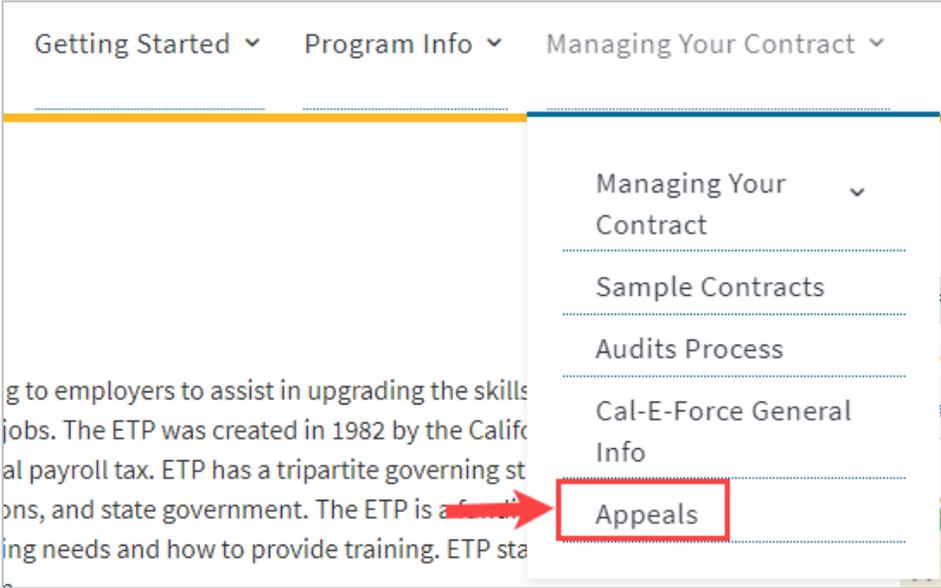


ETP CAL-E-FORCE REFERENCE GUIDE – APPEALS

External users can access the Appeals site through ETP's website. Users will not need to login to Cal-E-Force to submit an Appeal.

SUBMIT AN APPEAL	
1. From the ETP Website select Managing Your Contract	 <p>Getting Started ▾ Program Info ▾ Managing Your Contract ▾</p>
2. Select Appeals from the <i>Managing Your Contract</i> Menu	 <p>Getting Started ▾ Program Info ▾ Managing Your Contract ▾</p> <ul style="list-style-type: none">Managing Your Contract ▾Sample ContractsAudits ProcessCal-E-Force General InfoAppeals <p>g to employers to assist in upgrading the skills jobs. The ETP was created in 1982 by the Calif al payroll tax. ETP has a tripartite governing st ons, and state government. The ETP is a ing needs and how to provide training. ETP sta</p>

ETP CAL-E-FORCE REFERENCE GUIDE – APPEALS

3. This will take you to the Submitting an Appeal Form

4. Fill out the Appeals form.
Note: Fields designated with a red asterisk are required

Submitting an Appeal



*Company Name

Contract Number or Reference Number

*First Name

*Last Name

*Email

Phone

*Type of Appeal

*State All Facts and Issues in Dispute 

5. Select **Next** at the bottom of the form when you have completed all required fields in the form

*State All Facts and Issues in Dispute 

*Appeal Support Documentation
 No
 Yes



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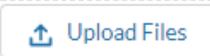
<p>6. If Appeal Support Documentation was marked No, proceed to Step 10</p> <p>7. If Appeal Support Documentation was marked Yes, the next page will allow you to upload any supporting documentation.</p>	<div data-bbox="598 227 997 381"><p>* Appeal Support Documentation</p><p><input type="radio"/> No</p><p><input checked="" type="radio"/> Yes</p></div> <div data-bbox="1018 227 1816 852"><h3>Submitting an Appeal</h3><p>Multiple documents can be uploaded individually.</p><p>Upload Documentation</p><div data-bbox="1039 690 1228 747"><input type="button" value="Upload Files"/></div><p><input type="button" value="Next"/></p></div>
<p>8. Select Upload Files to Upload any documentation you wish to include with your Appeal</p>	<div data-bbox="598 917 1417 1226"><p>Multiple documents can be uploaded individually.</p><p>Upload Documentation</p><div data-bbox="619 1031 1008 1096"><input type="button" value="Upload Files"/> Or drop files</div><p><input type="button" value="Next"/></p></div>

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9. Select **Next** when you have completed uploading all documentation

Multiple documents can be uploaded individually.

Upload Documentation

 Or drop files

 [Next](#)

10. You will then be taken to a confirmation page informing you that your Appeal has been submitted

Submitting an Appeal



Thank you for submitting your Appeal. A representative with ETP will be in contact with you.